

**Taught Postgraduate Career Service
Career and Leadership Centre
Student Development Services
City University of Hong Kong**

Appointment Rules & Guidelines of TPG One-on-One Career Consultation

Appointment Policy

1. Students may take a maximum of **2 consultation sessions within each academic year**.

Cancellation / Rescheduling Policy

1. Your absence would be depriving other student's right to make an appointment in the timeslots. Therefore, you must cancel your requests and reschedule new appointments through emailing the Career and Leadership Centre at camellia.li@cityu.edu.hk **no later than 24hrs before the consultation**. Or else, it will be counted as "Late Cancellation".

Rules of Consultation

1. Students can only make consultation bookings 3 calendar days via Calendly in advance.
2. Students are recommended to arrive at Zoom meeting 5 minutes before the scheduled time.
3. Lateness exceeding 10 minutes will be considered as **late arrival** and will be subjected to penalties.
4. Students should TURN ON both the audio and camera and attend the consultation in a private and appropriate venue.
5. Students who violate the above rules may result in cancellation of consultation, or will risk to be placed in penalty list.

Penalties

Late Cancellation/ No-show

1. Cancellation requests less than 24hrs prior to the consultation without accepted evidence would result in your ineligibility in making an appointment in the following 2 months.
2. All conditional exemption to be considered only due to extenuating circumstances such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances, students should inform the Career and Leadership Centre at camellia.li@cityu.edu.hk at least 3 hours in advance before the scheduled consultation on the day, with valid supporting document(s).
3. Absence without any prior notice would result in your ineligibility in making an appointment in the following 2 months.

Late Arrival

1. Lateness exceeding 10 minutes than the scheduled consultation time would be counted as "Late Arrival" and result in your ineligibility in making an appointment in the following 2 months, as a penalty.